

**Tennessee Department of Mental Health and Substance Abuse Services  
Office of the Commissioner and Deputy Commissioner  
Executive Administrative Assistant**

**Job Announcement:** Executive Administrative Assistant 2, Executive Service, Salary Grade ESPP 108, Salary Range \$3,737 to \$6,727.

**Organization Description:**

The Tennessee Department of Mental Health and Substance Abuse Services (Department) is the State's public mental health and substance abuse authority. The Department's vision is, "to be one of the nation's most innovative and proactive service providers for Tennesseans dealing with mental health and substance abuse problems." The Department's responsibilities include assisting individuals to secure treatment and recovery services for serious mental illness, serious emotional disturbances, and substance abuse addiction. We also provide system planning, collaborate with other state and community agencies, monitor, evaluate, and set policy and quality standards and work to educate the community about mental health and substance abuse services.

**Expectations:**

The Executive Administrative Assistant (EAA) serves as the executive assistant to the Offices of the Commissioner and Deputy Commissioner (Office) for the Department. This individual has supervisory responsibility over one (1) assistant/secretary within the Office. This position also indirectly coordinates work flow between ten and twenty (10 & 20) individuals depending on current project(s). This position is a key part of the TDMHSAS Executive Staff team. This position reports directly to the Commissioner and indirectly to the Deputy Commissioner of the Department.

**Responsibilities:**

- Candidate needs to have the ability to exercise excellent problem solving and judgment skills.
- Essential that the candidate be able to maintain confidentiality on highly sensitive topics throughout employment.
- This position requires someone who can balance multiple projects at one time while still finalizing products that are accurate and timely.
- Ideal candidate is someone who is extremely customer focused and models their work around such.
- Position does the scheduling, travel, phone screening, report generating, presentation preparation, coordinating of direct reports, general clerical support, etc. for top department officials.
- This position requires someone to keep a calm demeanor in an ever changing, high intensity, environment.
- Ensure constituent inquiries are drafted and responded to in a timely fashion and are accurately addressing concerns raised.
- Employee needs to be able to utilize professional concepts and objectives to resolve complex issues in a creative and effective manner; must be articulate, self-focused, self-motivating, and possess excellent writing and presentation skills.
- Develop, maintain & help support collaborative relationships with staff, community providers, & other departments to further the mission of the Department.
- Other responsibilities as discussed.

**Minimum Qualifications:**

- Bachelor's degree preferred
- 3+ years of directly assisting top level administrators (such as CEOs or Executive Directors – references of said administrator(s) will be required)
- Experience in the substance abuse and/or mental health field a plus

**Knowledge, Skills and Abilities:**

- Extensive knowledge in Microsoft Office, specifically in:
  - Microsoft Word 2010
  - Microsoft PowerPoint 2010
  - Microsoft Outlook 2010
  - Microsoft Excel 2010
- A base knowledge or understanding of State government structure is recommended and encouraged.

Questions can be addressed to Micheal Jones at [Micheal.A.jones@tn.gov](mailto:Micheal.A.jones@tn.gov) or 615-532-6597.

TDMHSAS is an AA/EEO/ADA employer.

Pre-employment background check is required.